

## Transfer Student Procedures

The following information is being provided to clarify the procedure to remove a student from the MAP-A who has moved out of a school district during the MAP-A testing window and to account for students who move into a district during the MAP-A testing window who are MAP-A eligible.

1) If a district has enrolled a student in the MAP-A and that student moves out of the district during the MAP-A testing window (January 8-March 2, 2007), the District Test Coordinator or designated MAP-A Coordinator should contact the Assessment Resource Center (ARC) at (800) 366-8232 regarding removal of the student from the MAP-A. The District Test Coordinator or designated MAP-A Coordinator should also arrange to have the student's MAP-A binder with the student bar code on the cover and any MAP-A data collected returned to ARC.

2) DESE is aware that some districts may have received information indicating that the District Test Coordinator or designated MAP-A Coordinator from a sending district should forward the MAP-A binder to the district where the student has moved in order to facilitate the continuation of MAP-A administration. Please note that if a district has received a MAP-A binder from a sending district prior to the 2007 MAP-A enrollment deadline (January 16, 2007), the district is expected to continue MAP-A administration. However, if a district has received a MAP-A binder from a sending district after the 2007 MAP-A enrollment deadline, the District Test Coordinator or designated MAP-A Coordinator should return the binder to ARC. **The receiving district should not continue MAP-A administration for students who have moved into the district after the 2007 MAP-A enrollment deadline.**

For MAP-A students who have moved into a district after the 2007 MAP-A enrollment deadline, the following needs to be completed in order for the student score not to fall into Level Not Determined (LND) for the Missouri School Improvement Program Annual Performance Report (MSIP APR) or Adequate Yearly Progress (AYP) under the No Child Left Behind Act (NCLB):

Fill out regular subject-area MAP test books (as for all MAP-A students) Code **in building less than a year**

Code **in district less than a year**

Code **MAP-A**

Ship book to CTB following normal procedures

**Compose a letter to DESE which contains the following information (during the MAP testing window):**

**County/District Code**

**School Code**

**Student Name**

**Missouri Student ID Number**

**Grade Level**

**Content Area**

**Date student transferred into the district**

**Detailed explanation of why the student did not participate in the MAP-A**

**Send the above letter to:**

**Data Analysis and Reporting**

**PO Box 480**

**Jefferson City, MO 65102-0480**

**Fax: (573) 526-0651**

3) If a student who is MAP-A eligible transfers from one building within a district to another building within the district during MAP-A administration, the District Test Coordinator or designated MAP-A Coordinator should forward the MAP-A binder for that student to the receiving building. **MAP-A administration should be continued by the receiving building.** The District Test Coordinator or designated MAP-A Coordinator at the receiving building should contact ARC to update the building code information on the enrollment form.

## Transfer Student Procedures

The following chart outlines the actions to take depending upon the MAP-A enrollment change and transfer date.

MAP-A Enrollment Change	Transfer Date	Action
Transfer Into District	Through January 16, 2007	<ul style="list-style-type: none"> <li>• Contact ARC and enroll student.</li> <li>• Complete MAP-A administration.</li> <li>• Complete Student Information Sheet in the regular subject-area MAP books.</li> </ul>
Transfer Out of District	Through January 16, 2007	<ul style="list-style-type: none"> <li>• Contact ARC and if already enrolled, un-enroll student.</li> <li>• Send MAP-A binder to ARC in March with the rest of your MAP-A submissions</li> </ul>
Transfer Into District	January 17 - March 2, 2007	<ul style="list-style-type: none"> <li>• Do not enroll student in MAP-A.</li> <li>• Complete Student Information Sheet in the regular subject-area MAP books.</li> <li>• Send letter to DESE.</li> </ul>
Transfer Out of District	January 17 - March 2, 2007	<ul style="list-style-type: none"> <li>• Contact ARC and if already enrolled, un-enroll student.</li> <li>• Send MAP-A binder to ARC.</li> </ul>
Transfer Into District	After March 2, 2007	<ul style="list-style-type: none"> <li>• Do not enroll student in MAP-A.</li> <li>• Complete Student Information Sheet in the regular subject-area MAP books.</li> <li>• Send letter to DESE.</li> </ul>
Transfer Out of District	After March 2, 2007	<ul style="list-style-type: none"> <li>• Submit MAP-A to ARC for scoring.</li> </ul>
Transfer Within District	Any time after enrollment	<ul style="list-style-type: none"> <li>• Contact ARC to update building code information.</li> <li>• Complete MAP-A administration.</li> <li>• Complete Student Information Sheet in the regular subject-area MAP books.</li> </ul>